

FY2013 BUDGET PREPARATION & TOWN MEETING SCHEDULE

(Last Revised: 09-9-11)

TARGET DATE

ACTIVITY

September 9, 2011

Board of Selectmen and Finance Committee
Liaisons to be identified.

September 26, 2011

Capital Plan Packets sent to all Town & Regional
Services departments.

PHASE I BUDGET PROCESS

September 26, 2011

Town Administrator begins working with the Board
of Selectmen and Finance Committee regarding the
following:

- a. **Budget Message** - Creation of the Budget
Message to be included in FY13 Budget Packets
(to be sent out on Oct. 17th);
- b. **Policy Establishment** - Identification and
development of needed financial and budget-
related policies. This process will be on-going
throughout the first phase of the budget process
(running from October-December) and is
designed to provide the Town Administrator and
Finance Director needed feedback on financial
and procedural policies recommended by the
Town Administrator and Finance Director. This
exercise is ideally to be completed by no later
than October 21st. Examples of policies to be
discussed include: 1. optimal tax impact
parameters, 2. reserves, 3. tolerable risk levels
when setting budget assumptions, and Others.

October 17, 2011

Completed **Capital Plan packets due back.**

October 19, 2011

Personnel Evaluation Forms and Directives sent to
all department heads.

Budget Message & Parameters to be finalized for
inclusion into the Budget Packets.

October 21, 2011	Capital requests sent to H-W Capital Management Committee for review and comments.
October 21, 2011	Budget Packets and Budget Request Worksheets distributed to all Town & Regional Services departments. Town Administrator and Finance Director to work on budget development in conformance with policies set through on-going discussions amongst the TA, Finance Director, and the Board of Selectmen and the Finance Committee.
November 18, 2011	Completed Budget packets due back at Town Hall.
November 18, 2011	Capital Management Committee to submit final Capital Plan comments and recommendations to the Wenham Town Administrator.
November 21-Dec. 2, 2011	Major Department Heads to meet, in a Joint-BOS & Finance Committee meeting, in order to present their budget and to answer related questions. (Note: this is envisioned as a series of brief presentations only)
November 23, 2011	Wenham Town Administrator to sit with Town Department heads to review developing budget and proposed capital plan.
December 2, 2011	Draft Budget sent to Board of Selectmen and Finance Committee members in advance of December 7 th , draft budget presentation.
December 20, 2011	Selectmen and Finance Committee to meet jointly to receive draft budget presentation. All larger town departments (i.e., Police, Fire, Highway, Library, Town Hall, etc.) will also be invited. This is an initial opportunity to review and comment on the phase I budget recommendation. A final phase I budget recommendation is to be presented on January 4, 2012.
December 12, 2011	Memo sent out identifying that all boards and departments are to begin preparation of Annual Reports.
Dec. 16, 2011	All fully executed evaluation forms are to be returned to Town Accountant.
January 19 & 31, 2012	Board of Selectmen and Finance Committee meet jointly to receive a final phase I budget recommendation. Phase II budget process begins with the receipt of phase I budget.

PHASE II BUDGET PROCESS

February 7 & 21, 2012	Public Comment Meetings – Finance Committee and Selectmen to present the evolving budget in order to seek public input.
Feb. 27 – April 22, 2012	Finance & Advisory Committee reviews Phase I Budget Recommendation & Capital Plan information packets. Begin to meet with Selectmen and Department Heads and town representatives.
January 13, 2012	Annual Reports Due Back in Town Hall.
January 24, 2012	Selectmen Open Warrant & Set Town Meeting Date.
February 6-24, 2012	Joint Hamilton-Wenham Finance & Advisory Committee meetings with joint-departments.
February 15, 2012	Town Administrator meets with the Department Heads to review the on-going budget process.
February __, 2012	Hamilton & Wenham final, draft budget information sent to the School Administration for their review.
February ____, 2012	Joint meetings with H&W BOS & Fin. Comm. and School Comm.
February 27, 2012	Schedule space, camera, & microphones for Town Meeting. Also, schedule Boy Scout delivery of Annual Reports and Warrant Books on disk (if necessary).
March 5, 2012	Annual Appointment Announcements sent out to ALL. Democratic & Republican Committee Nomination Letters sent out from Selectmen to Comm. Chairs.
March 6, 2012	Warrant Closed - Deadline for submittal of all articles & petitions.
March 12 – April 2, 2012	Final assembly of Budget.
March 12, 2012	Draft Warrant (without budget) prepared and forwarded to the Finance Advisory Committee & Selectmen for review.

March 16, 2012	Annual Report Completed.
March 16, 2012	Draft Warrant, Motions, & legal advertisement sent to Town Counsel for review and comments.
March 19 - 30, 2012	Finance Advisory Committee reviews articles and makes recommendations.
March 20, 2012	Selectmen Continue review of Warrant.
March 27, 2012	Selectmen begin review of & set order of warrant articles and take action to set ballot questions (if necessary).
March 21, 2012	Town Administrator meets with Department Heads to review status of on-going budget review.
March 21, 2012	Finance Advisory Committee finalize Phase II Budget review.
March 23, 2012	Town Counsel's Warrant, Motion, & legal advertisement comments due back, then incorporated.
March 31, 2012	School Committee adopts final budget and sends to Town Hall (last day per regional agreement).
April 1, 2012	PEC and Town to review GIC options.
April 3, 2012	Selectmen take action to vote to set and sign warrant.
April 3, 2012	Fire Chief and Building Inspector receive Annual Appointment.
April 9, 2012	All material finalized and committed to disk.
April 13, 2012	Constable posts the Warrant as required.
April 16 - 20, 2012	Town Meeting Warrant and Annual Report disks delivered to the public.
April 30, 2012	Warrant Hearing.
May 5, 2012	Annual Town Meeting.
May 17, 2012	Ballot Question(s) – If Applicable.
May 29, 2012	Annual Appointments Finalized by Selectmen.